

**Graphic Designer or Editorial Designer  
(9 Month FTC – Maternity Cover, Part-Time)**

**Are you:**

- Passionate content writer or producer with strong experience in producing high level content to a vastly wide audience?
- Adept at producing clear, concise content, with excellent attention to detail?
- Well organised, able to organise your time and work across multiple projects in tandem to meet deadlines?
- Able to adapt your communication style with an appropriate tone to a wide variety of audiences?

**Would you like to:**

- Forge a career in a dynamic, progressive organisation by providing expert advice on international qualifications and skills?
- Develop your career in a dynamic organisation, with exciting subject matter, and an opportunity to communicate to a variety of audiences from the general public to academics and government bodies?
- Contribute positively to the understanding, development and quality improvement of international qualifications?

...then we would like to hear from you.

**Who we are and what we do:**

Ecctis delivers a wide range of services, products and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

The work is varied and the atmosphere is enthusiastic, collegiate, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

**The role:**

We produce most of our communication materials in-house. We require an experienced graphic designer/editorial designer with excellent graphic skills, visual communication sensibility, understanding of publications and editorial, detailed media production knowledge, and high-grade Adobe Suite skills.

You must be able to work to high standards quickly, with minimal supervision.

You need excellent attention to detail. You will need to communicate and work effectively with colleagues, including a part-time writer, editor, and content producer and the Head of Communications.

- Office location:** 100% Remote Role – can be done from anywhere in the UK
- Starting salary:** £30,000-34,000 FTE (pro-rata for the 9 Month FTC)
- Working Hours:** Part-time hours, flexible on days and specifics, ideally around 18.75 to 20 hours per week.
- Contract type:** 9 Month FTC – Maternity Cover.

**Benefits:**

25 days annual leave plus bank holidays

Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year.

Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)

Life assurance of 3 x basic salary for members of the pension scheme

Bupa Private Health Care Scheme with employee contribution

Employee Assistance Programme

Employee Ownership Trust:

- As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
- The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
- Eligible employees: Employees have to be employed for 6 months before being an eligible beneficiary of the Trust.

**Please note:** All applicants must hold a current permit or visa showing their right to work in the UK.

**To apply:** Please email your CV and covering letter to [recruitment@ecctis.com](mailto:recruitment@ecctis.com)